



County/Local General Retention Schedule (GEN)
Indiana Commission on Public Records – County Records Management

DATE APPROVED BY THE OVERSIGHT COMMITTEE ON
PUBLIC RECORDS:

September 19, 2012

DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS

SIGNATURE

Instructions:

1. Records listed on this schedule may be destroyed upon completion of a *Notice of Destruction, State Form 44905* and distribution of copies of the form to the Clerk of the Circuit Court of the County and to the INDIANA COMMISSION ON PUBLIC RECORDS, 402 West Washington Street W472, Indianapolis, IN 46204.

2. **Officials should first reference their office-specific retention schedule.** If the form/record series you're looking for is not listed, refer to this general retention schedule (GEN)

3. All records **not listed** on these approved schedules can be destroyed or transferred only by completing a *Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505*, and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS.

GUIDELINES:

Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).

Microfilmed records may be deposited or transferred according to the retention period outlined for that record.

Security/original rolls of microfilm to be stored offsite in secure location. Duplicate rolls for office use.

Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.

Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.

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RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
ADMINISTRATIVE		
GEN 10-1	<p>MINUTES</p> <p>Official minutes of any county/local agency, board, commission, or of any division. THIS IS A CRITICAL RECORD.</p> <p>[IC 5-15-6-2.5]; [IC 5-15-5.1-12]</p>	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
GEN 10-2	<p>COUNTY/LOCAL AGENCY, BOARD OR COMMISSION MEETING TAPES.</p> <p>For offices, board or commissions that record their meetings using magnetic audio tapes. These tapes are used to complete the minutes of the meetings.</p>	ERASE or DESTROY after official minutes taken from them are approved.
GEN 10-3	<p>POLICY FILES – OFFICE HOLDERS, DEPUTIES, AND DIVISION DIRECTORS.</p> <p>These office files document substantive actions of the county or local government unit and constitute the official record of the unit's performance of its functions and the formation of policy and program initiatives. This series may include various types of records such as correspondence, memos, and reports concerning policy and procedures, organization, program development and reviews. THIS IS A CRITICAL RECORD. Disclosure of these records may be affected by the discretion of a public agency, IC 5-14-3-4(b) (6).</p> <p>[IC 5-15-6-2.5]; [IC 5-15-5.1-12]</p>	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
GEN 10-4	<p>GENERAL FILES</p> <p>Office records that are not related to policy implementation. This series includes correspondence, memos, and routine staff files.</p>	DESTROY after three (3) calendar years.
GEN 10-5	<p>LEGAL FILES</p> <p>(Also called Litigation Files)</p> <p>All records pertaining to litigation with the county/local government and all supporting documentation. Disclosure of these records may be affected by IC 5-14-3-4(a) (1), (3), and (8), and also by the discretion of a public agency, IC 5-14-3-4(b) (6).</p> <p>Retention consistent with IC 34-11-2-6 and IC 35-41-4-2(a)</p>	RETAIN in office five (5) calendar years after adjudication of litigation. Evaluate and transfer to County Archives, or INDIANA COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, only files that have been determined to have historical or legal significance and identified as PERMANENT.
GEN 10-6	<p>ORDINANCES</p> <p>Includes records created by a county/local agency related to the legislature's review of proposed laws or adoption of administrative rule(s). Disclosure of these records may be affected by the discretion of a public agency, IC 5-14-3-4(b)(6).</p>	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
GEN 10-7	<p>BUILDING PERMITS</p> <p>[IC 36-7-4-1109]</p>	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-8	<p>DISASTER RECOVERY AND CONTINUITY PLANS</p> <p>The copy of all Disaster Recovery/Continuity Plans, including those</p>	TRANSFER one copy of each plan to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for permanent archival

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	for electronic systems, as well as supporting documentation used in the development of the plans. Disclosure of these records may be affected by the discretion of a public agency, IC 5-14-3-4(b)(19).	retention, upon its approval by the county/local agency. DESTROY remaining copies when outdated or replaced. DESTROY supporting documentation three (3) years after current plan is outdated or replaced.
GEN 10-9	NOTICES & CERTIFICATES Excludes Form 100R – Certified Report of Names, Addresses, Duties and Compensation of Employees [PERMANENT]	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
ACCOUNTING & FINANCE		
GEN 10-10	RECEIPTS/QUIETUS/RECEIPT REGISTER/QUIETUS REGISTER Retention based on IC 34-11-2-6	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-11	VOUCHERS/CLAIMS & PURCHASE ORDERS Includes all claims and requisitions submitted by all county offices and departments, including all supporting documentation. Retention based on IC 34-11-1-2	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-12	POOR RELIEF VOUCHERS/CLAIMS Retention based on IC 34-11-1-2	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-13	REGISTER OF POOR RELIEF CLAIMS	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-14	CANCELLED CHECKS/WARRANTS Retention based on IC 34-11-1-2	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. -OR- DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges if GEN 10-19, Bank Statements, includes scanned copies of checks and bank retains physical check copies for ten (10) or more calendar years.
GEN 10-15	CHECK REGISTER/WARRANT REGISTER Retention based on IC 34-11-1-2	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-16	PAYROLL RECORDS Applies to Forms 99A, 99B and 99C	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
GEN 10-17	TIME CARDS Includes Weekly Earning Record, work period. Retention based on IC 34-11-2-1	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-18	BANK RECONCILIATION RECORDS AND REPORTS	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-19	BANK STATEMENTS, DEPOSIT TICKETS, RECORD OF	DESTROY after three (3) calendar years and after

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	DEPOSITORY BALANCES	receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges
GEN 10-20	FEE BOOK	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-21	ACCOUNTS PAYABLE JOURNAL	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-22	ACCOUNTS PAYABLE VOUCHER REGISTER	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-23	TRANSMITTALS Retention based on IC 34-11-2-6	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-24	INVESTMENTS/INSURANCE REGISTER Form 350 – Register of Investments Form 351 – Register of Insurance	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
GEN 10-25	BONDS, BIDS, CONTRACTS AND LEASES All contracts with vendors or other units of government to provide goods or services. Files also include working papers and similar attachments used by the agency in this process. This record series also applies to an administrative entity receiving revenue through a contract or lease. [IC 34-13-1-1]	DESTROY ten (10) years after expiration of the contract and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-26	AS-SUBMITTED BUDGETS Includes new programs requested, justifications, breakdown of money requested, estimates, reports, and taxpayer notice	DESTROY after five (5) calendar years.
GEN 12-1	REMOTE-CAPTURE CHECKS Checks deposited with a bank from a governmental entity through the digital remote-capture process. Disclosure of these records may be affected by IC 5-14-3-4(a)(5) and IC 5-14-3-4(a)(12)	DESTROY paper upon receipt of deposit report from bank acknowledging the bank's acceptance. RETAIN digital image locally or through bank-provided access for three (3) years and until receipt of STATE BOARD OF ACCOUNTS audit report and satisfaction of unsettled charges.
PERSONNEL		
GEN 10-27	PERSONNEL FILES Personnel records containing documentation of the employee's working career with the county/local government unit. Disclosure of these records may be affected by the discretion of a public agency, IC 5-14-3-4(b)(2)(3)(4) and (6), and IC 5-14-3-4(b)(8).	DESTROY 75 years after employee is no longer employed by the county/local government unit.
GEN 10-28	EMPLOYEE MEDICAL RECORDS Typical record series could include Employer's Report of Injury, Report of Attending Physician, or other medical information used to document work-related illnesses or injuries. Pursuant to United States Equal Opportunity Commission rules, this information "...shall be collected and maintained...in separate medical files..." Disclosure of these records may be affected by IC 5-14-3-4(a)(9) and the discretion of a public agency per IC 5-14-3-4(b)(8) and 29	DESTROY seven (7) years after the employee leaves county/local government.

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	CFR 1630.14(b)(1).	
GEN 10-29	<p>INMATE MEDICAL RECORDS</p> <p>Disclosure of these records may be affected by IC 5-14-3-4(a)(9) and the discretion of a public agency per IC 5-14-3-4(b)(8) and 29 CFR 1630.14(b)(1).</p>	DESTROY seven (7) years after the inmate is released from the jail facility.
GEN 10-30	<p>FAMILY AND MEDICAL LEAVE ACT OF 1993 RECORDS</p> <p>Records may contain applications for Family and Medical Leave (State Form 48370 or its equivalent), and any information related to use the Family and Medical Leave Act (FMLA).</p> <p>Disclosure of these records may be affected by 29 CFR 825.500(g). Retention based on 29 CFR 825.400(b).</p>	DESTROY records after three (3) calendar years if no other Record Series with a longer retention period applies to them. If records are part of another Record Series with a longer retention, follow the retention instruction for that Record Series.
GEN 10-31	<p>EMPLOYMENT APPLICATIONS-NOT HIRED</p> <p>Series includes applications from persons seeking employment who are not hired. Series also contains vacancy notices, job information bulletins, unsolicited resumes, rejection correspondence, examination material, and other related materials.</p> <p>Disclosure of these records may be affected by the discretion of a public agency per IC 5-14-3-4 (b)(8)(b). Retention based on IC 4-15-2-15 (b)(4).</p>	DESTROY three (3) calendar years after the decision not to hire.
GEN 10-32	<p>EMPLOYEE HAZARDOUS EXPOSURE RECORDS</p> <p>Typical records could include employee exposure records and/or analyses using exposure or medical records. Disclosure of these records may be affected by IC 5-14-3-4(a) (9).</p>	DESTROY Thirty-five (35) calendar years after employee termination.
GEN 10-33	<p>LOG OF WORK-RELATED INJURIES AND ILLNESSES, OSHA FORM 300 (REVISED 01/2004)</p> <p>In accordance with 29 CFR 1904.0, et seq., every private and public employer with more than ten (10) employees must confidentially record every work-related death and work-related injury and illness meeting specific recording criteria in this federal rule. Electronic (computer) maintenance and retention is permitted. Any medical information attached or included with the OSHA form and record is also confidential and must be retained with the OSHA form and record for the same time period. Disclosure of these records may be affected by 29 CFR 1904.29 and IC 5-14-3-4 (a) (3). Retention based on 29 CFR 1904.33.</p> <p>SUMMARY OF WORK-RELATED INJURIES AND ILLNESSES, OSHA FORM 300A (REVISED 01/2004)</p> <p>All establishments covered by 29 CFR 1904 must complete this summary page. Retention based on 29 CFR 1904.33.</p> <p>INJURY AND ILLNESS INCIDENT REPORT, OSHA FORM 301</p> <p>This Injury and Illness Incident Report is completed when a recordable work-related injury or illness has occurred. Electronic, computer, maintenance and retention is permitted. Any medical information attached or included with the OSHA form and records is also confidential and is to be retained with the OSHA form and record for the same time period.</p> <p>Disclosure of these records may be affected by 29 CFR 1904.29 and</p>	DESTROY five (5) years after the end of the calendar year that the records cover.

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	IC 5-14-3-4(a)(3). Retention based on 29 CFR 1904.33.	
PUBLICATIONS & REPORTS		
GEN 10-34	OVERSIGHT COMMITTEE ON PUBLIC RECORDS APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES Contains a description of all records maintained by a county/local office, and specifies when and how they may dispose of their records.	DESTROY after replaced by revised schedule.
GEN 10-35	STATUTE AND ADMINISTRATIVE RULE RECORDS Documents created by a county/local government entity related to the State Legislature's review of proposed laws, amendments to existing statutes, or adoption of administrative rules.	DESTROY two (2) calendar years after amendments, adoptions, or proposal of final administrative rule was published in the Indiana Register.
GEN 10-36	MATERIAL SAFETY DATA SHEETS (MSDS) These reports and data sheets are supplied by the manufacturer of hazardous chemicals and submitted to businesses and other organizations receiving and using the substances. One (1) report or MSDS is submitted for each chemical in accordance with federal OSHA requirements. General information, ingredients, physical data, fire and explosion hazard data and other precautions are listed to inform and protect individuals who use or are exposed to these substances and chemicals. Disclosure of these records may be affected by 29 CFR 1910.1020(f)(1) and (f)(2), and IC 5-14-3-4(a)(4). Retention based on 29 CFR 1910.1020(d)(1)(ii)(B).	DESTROY thirty (30) years after the year of conclusion of the worker's employment.
GEN 10-37	STATE BOARD OF ACCOUNTS AUDIT REPORTS	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
GEN 10-38	REPORTS Excludes Form 100R – Certified Report of Names, Addresses, Duties and Compensation of Employees [PERMANENT]	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-39	PERF QUARTERLY REPORT	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
AUDIO, VIDEO & GENERAL MEDIA		
GEN 10-40	MICROFILM DOCUMENTATION FILE A written documentation list created and maintained for the microfilm based on the approved retention schedule (60 IAC 2-2-3). See 60 IAC 2 for required contents of the file.	PERMANENT. Transfer copy to the Indiana Commission on Public Records, State Archives Division.
GEN 10-41	PHOTOGRAPHS, VIDEO RECORDINGS, FILMS Typically consists of photographs of special events and activities of the office, general circulation or special purpose periodicals, intra-office news, or other still photographs.	TRANSFER to the INDIANA COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for evaluation, sampling, or weeding pursuant to archival principles one (1) calendar year after the date of the event or activity.
GEN 10-43	ROUTINE SURVEILLANCE RECORDINGS Disclosure of these records may be affected by IC 5-14-3-4(a)(1-3)	DESTROY after 30 days if no improper or illegal activity is captured on recording. If improper or illegal activity is captured on recording, RETAIN for

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	<p>and the discretion of a public agency per IC 5-14-3-4(b)(1) & (6). This record series and retention period does not apply to the criminal history records of the Indiana State Police, pursuant to IC 5-15-5.1-5 (a) (4).</p> <p>Retention based on IC 34-11-1-2</p>	<p>the longer of the following: 1) Duration of criminal proceedings and appeals; or 2) Ten (10) years.</p>
GEN 10-46	<p>PROTECTED CRITICAL INFRASTRUCTURE INFORMATION</p> <p>Information received by the County and/or local Emergency Management Agency and/or partner agencies including public safety, health, fire and emergency medical services, from the Indiana Department of Homeland Security and/or the US Department of Homeland Security pursuant to 6 USC 131-135 and 6 CFR 29 regarding the security of critical infrastructure and protected systems, analysis, warning, interdependency study, recovery, reconstitution, and related purposes. Records include correspondence, reports, assessments, strategies, grant applications, drawings, specifications, plans, and risk planning documents in paper or electronic form. Disclosure of these records is affected by 6 USC 133(a)(1)(A)-(E) and 6 CFR 29.8. Retention period is based on high security-level of information and its duplicate existence at the Federal level.</p>	<p>DESTROY when outdated or replaced by subsequent records received from the Indiana Department of Homeland Security and/or the US Department of Homeland Security.</p>
GEN 10-47	<p>CRITICAL INFRASTRUCTURE INFORMATION</p> <p>Homeland security and counterterrorism records which may be intra-agency or interagency advisory or deliberative material (including material developed by a private contractor under a contract with a public agency). These may be expressions of opinion or of a speculative nature, and include: 1) administrative or technical information that would jeopardize a record keeping or security system, 2) computer programs, codes, filing systems, and other software, 3) portions of electronic maps entrusted to a public agency by a utility, and 4) school safety and security measures, plans, and systems, including emergency preparedness plans developed under 511 IAC 6.1-2-2.5. Records may include correspondence, reports, assessments, strategies, grant applications, drawings, specifications, plans, and risk planning documents in paper or electronic form, as further described in IC 5-14-3-4(b)(6), (10), (11), (18) and 19. Disclosure of these records may be affected by the previously listed statutes. Retention is based on a reasonable likelihood of threatening public safety by exposing a vulnerability to terrorist attack should records be improperly disclosed.</p>	<p>DESTROY when outdated or replaced.</p>
Obsolete Records		
GEN 10-44	<p>PERMANENT OBSOLETE RECORDS</p> <p>Chattel Mortgage Record [to 30 June 1935] Index to Chattel Mortgage Record [to 30 June 1935] Sire Lien Record [1889-1984] Stock Mark Record Apprentice Indenture Record County Newspapers [1 RS 1852, ch. 75; repealed Acts 1980, ch. 211, sec. 5] PR-6 (Township Trustee ONLY) – Register of Poor Relief Claims Twp. PR-7 – Poor Relief Statistical Report Twp. Form 369 – General Fixed Asset Account Group SD Form 309A/B – Cash Journal, Municipal Sewage Utility (short & long forms) SD Form 329A/B – Sewage Utility Voucher Register (short & long</p>	<p>PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</p>

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	forms)	
GEN 10-45	<p>NON-PERMANENT OBSOLETE RECORDS</p> <p>Chattel Mortgage Minute Book [1 July 1935 – 30 June 1964] Index to Chattel Mortgage Receipts [1 July 1935 – 30 June 1964] Chattel Mortgage Receipts [1 July 1935 – 30 June 1964] Entry Book of Old-Age Pensions [1936-1945] Inheritance Tax Record [1913-1931] Fee Docket Prenatal Examination Certificate [Confidential and NOT open to public inspection] Hunting and Fishing Report Twp. PR-1 – Application for Township Assistance Twp. PR-1A – Notice of Poor Relief Action Twp. PR-1B – Application for Additional or Continuing Township Assistance Twp. PR-2 – Purchase Order for Medical Relief Twp. PR-3 – General Purchase Order for Poor Relief Twp. PR-4 – Report of Medical Aid Rendered Twp. PR-7M – Mileage Claim for Poor Relief Investigation Twp. Form 7 – Estimate of Poor Relief Requirements Twp. PR-8 – Quarterly Poor Relief Report of Actual and Estimated Receipts</p>	DESTROY.